

CAREER OPPORTUNITY BULLETIN



Date: January 26, 2010

Bulletin # 775

This Career Opportunity Bulletin may also be viewed on our website at

www.parks.ca.gov

***Budget Note: The positions contained within this bulletin are either critical vacancies or are intended to reduce general fund expenditures. As such, priority will be given to internal DPR candidates.**

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: February 8, 2010

California Relay Service

TDD 1-800-735-2929

Jobs Phone Line

1-916-653-6995

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Career Opportunity Bulletin #775

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

- **ADMINISTRATIVE OFFICER III/ADMINISTRATIVE OFFICER II – MONTEREY DISTRICT**
- **LIFEGUARD (NON-BADGE)(PERMANENT INTERMITTENT) – ORANGE COAST DISTRICT/NORTH SECTOR**
- **PARK MAINTENANCE ASSISTANT (PERMANENT INTERMITTENT) – NORTHERN BUTTES DISTRICT/LAKE OROVILLE SECTOR (TWO POSITIONS)**
- **PARK MAINTENANCE SUPERVISOR – NORTH COAST REDWOODS DISTRICT/NORTH SECTOR**
- **PARK MAINTENANCE SUPERVISOR – TEHACHAPI DISTRICT/MOJAVE SECTOR**
- **STAFF SERVICES ANALYST – EXTERNAL AFFAIRS DIVISION/HUMAN RIGHTS OFFICE**
- **STATE HISTORIAN II/STATE HISTORIAN I – OFFICE OF HISTORIC PRESERVATION/LOCAL GOVERNMENT UNIT**

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

- **STATE PARK PEACE OFFICER (RANGER) – CENTRAL VALLEY DISTRICT/FOUR RIVERS SECTOR**
- **STATE PARK PEACE OFFICER (RANGER) – MARIN DISTRICT/MARIN SECTOR**
- **STATE PARK PEACE OFFICER (RANGER) – MARIN DISTRICT/MARIN SECTOR**
- **STATE PARK PEACE OFFICER (RANGER) – NORTH COAST REDWOODS DISTRICT/REDWOOD COAST SECTOR**
- **STATE PARK PEACE OFFICER (RANGER) – NORTH COAST REDWOODS DISTRICT/REDWOOD COAST SECTOR**
- **STATE PARK PEACE OFFICER (RANGER) – NORTH COAST REDWOODS DISTRICT/REDWOOD COAST SECTOR**
- **STATE PARK PEACE OFFICER (RANGER) – OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION/HOLLISTER HILLS DISTRICT**
- **STATE PARK PEACE OFFICER SUPERVISOR (RANGER) – MARIN DISTRICT**
- **STATE PARK PEACE OFFICER SUPERVISOR (RANGER) – NORTH COAST REDWOODS DISTRICT/EEL RIVER SECTOR**
- **STATE PARK SUPERINTENDENT I – TEHACHAPI DISTRICT/MOJAVE SECTOR**
- **STATE PARK SUPERINTENDENT III – MARIN DISTRICT**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314.

Only the most qualified candidates will be selected for an interview. All appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (California Statewide Law Enforcement Association – CSLEA)

Positions for voluntary geographic transfers will be filled in accordance with Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the unit 13 collective bargaining agreement.

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549-720-4557-002

ADMINISTRATIVE OFFICER III (\$5079 - \$6127)/ADMINISTRATIVE OFFICER II (\$4622 - \$5576) – MONTEREY DISTRICT

The reporting location for this position is the Monterey District Office in Monterey. This position will work under the direction of the District State Park Superintendent. This position is the Administrative Chief for Monterey District. The incumbent will be an active member of the District's Management Team and will be responsible for the District's Administrative Services, including but not limited to Human Resources, Fiscal Accounting, Budgeting, and Information Technology Coordination. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Mat Fuzie at (831) 649-2836 or mfuzie@parks.ca.gov.

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549-926-0985-902

LIFEGUARD (NON-BADGED)(PERMANENT INTERMITTENT)(\$16.04 - \$17.48/HOUR) – ORANGE COAST DISTRICT/NORTH SECTOR

The reporting location for this position is the Sector Office at Bolsa Chica State Beach in Huntington Beach. This position will work under the direction of a State Park Peace Officer Supervisor (Lifeguard) assigned to the aquatics function. A primary role of this position will be coordination of the Junior Lifeguard program including planning, budgeting, scheduling activities, and maintaining inventories of uniforms and equipment for 300 participants and 20 instructors. Duties of this position also include public safety patrol, performing surf rescues and providing emergency medical aid, interpretation programs for school and community groups, assisting with resource protection projects, training seasonal staff, administrative tasks for the aquatics program, and maintenance of rescue vehicles, ATV's, personal watercraft, lifeguard telecommunication systems, and related equipment. **State housing is not available.** For further information regarding this position, please contact Lon Graham at (714) 293-4535 or lgraham@parks.ca.gov.

549-649-6766-902

PARK MAINTENANCE ASSISTANT (PERMANENT INTERMITTENT)(\$15.50 - \$16.90/HOUR) – NORTHERN BUTTES DISTRICT/LAKE OROVILLE SECTOR (TWO POSITIONS)

The reporting location for these positions is the Lake Oroville Maintenance Complex in Oroville. These positions serve as crew leaders for staff maintaining Lake Oroville's day use areas, grounds, restrooms, floating campsites, floating restrooms, boat in campgrounds, buoy program, and fuel reduction program. The work is challenging and satisfying, requiring vehicle and vessel operation, manual labor, heavy lifting and long periods of standing, stooping, and bending. These positions may work up to 1500 hours per year. **State housing is not available.** For further information regarding these positions, please contact Shawnee Rose at (530) 538-2254 or Jeff Beach at (530) 538-2274.

549-635-6229-007

PARK MAINTENANCE SUPERVISOR (\$3580 - \$4308) – NORTH COAST REDWOODS DISTRICT/NORTH SECTOR

The reporting location for this position is the Roads, Trails and Resources (RTR) Office at Prairie Creek Redwoods State Park, with duties and responsibilities that may occur throughout the North half of the District. This position will work under the direction of the RTR Section's Senior Engineering Geologist. The incumbent is responsible for the direct supervision and coordination of the Roads, Trails and Resources Maintenance Section. The incumbent's duties include: road and trail project development, CEQA development, funding research and grant writing, budgets and allocations, staff scheduling, timekeeping, purchasing of materials, tools and equipment, handling employee injuries, and seasonal employee hiring and evaluations. This position also interfaces closely with visitor service and maintenance services staff and their operations and serves as liaison with local CDF Inmate Camps and regional CCC Center. The incumbent also serves as the roads and trails section liaison with Redwood National Park staff. **State housing may be available.** For further information regarding this position, please contact Brian Merrill at (707) 445-5344.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

549-955-6229-001

PARK MAINTENANCE SUPERVISOR (\$3580 - \$4308) – TEHACHAPI DISTRICT/MOJAVE SECTOR/DESERT UNITS

The reporting location for this position is Saddleback Butte State Park in Lancaster. The incumbent will primarily work in the parks located in the Antelope Valley portion of the Mojave Sector. These parks include Antelope Valley California Poppy Reserve State National Reserve, Antelope Valley Indian Museum State Historic Park, Arthur B. Ripley Desert Woodland State Park, Red Rock Canyon State Park, Saddleback Butte State Park and Tomo Kahni State Historic Park. This position will work under the direction of the Sector State Park Superintendent. This position supervises the facilities maintenance functional assignments including facility and systems maintenance, housekeeping, equipment maintenance, project maintenance, resource maintenance, and CAMP program. This is a diverse and exciting mix of natural and cultural parks with trails, historic structures, campgrounds, and museums. **State housing is not available.** For further information regarding this position, please contact Kathy Weatherman at (661) 726-1668 or kweatherman@parks.ca.gov.

549-021-5157-002

STAFF SERVICES ANALYST (\$2817 - \$4446) – EXTERNAL AFFAIRS DIVISION/HUMAN RIGHTS OFFICE

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Manager of the Human Rights Office. At first journey level, the incumbent will perform administrative and technical duties related to the Department's Equal Employment Opportunity (EEO) programs. The incumbent will be responsible for processing discrimination complaints; apply applicable laws, policies, and procedures during analysis of the EEO investigative reports; and compose final case determination; perform duties in the capacity of an EEO Counselor and EEO Investigator; and coordinate and respond to regulatory agencies such as Department of Fair Employment and Housing (DFEH), Equal Employment Opportunity Commission (EEOC), and State Personnel Board (SPB). The incumbent will perform duties as a training instructor and assist with training program development and materials. Extensive travel will be required. The incumbent is responsible for providing information and referral to public and internal inquiries related primarily to the discrimination complaint process, denial of reasonable accommodation, accessibility issues, and the Employee Mediation Program. This position will be working with all levels within the Department, so the successful candidate should possess strong interpersonal and communication skills, as well as strong writing skills due to the high volume of report writing and written correspondence. We are looking for a candidate with the ability to deal with highly sensitive issues and respect the confidentiality of our work. The challenge and variety of duties give the successful candidate an opportunity to enhance their skill sets. Training and Development Assignments will be considered. **State housing is not available.** For further information regarding this position, please contact Joyce Sathre at (916) 653-9990 or jsath@parks.ca.gov.

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549-084-2800/2801-002

STATE HISTORIAN II (\$4409 - \$5358)/STATE HISTORIAN I (\$3495 - \$4248) – OFFICE OF HISTORIC PRESERVATION

The reporting location for this position is the Office of Historic Preservation in Sacramento. This position will work under the direction of the Supervisor of the Local Government Unit. The incumbent's duties include administering the Local Government California Environmental Policy Act (CEQA) program, including developing program guidelines, office policies, and procedures to assist local governments in carrying out their CEQA responsibilities as they relate to historical resources; screening CEQA documents from the State Clearinghouse; and reviewing and commenting on CEQA documents. The incumbent is also responsible for reviewing and commenting on local historic preservation ordinances. With other Local Government Unit staff the incumbent is responsible for administering the Certified Local Government program; for developing training materials; and for organizing and conducting training workshops. This position may be downgraded for recruitment purposes. Some travel is required. **State housing is not available.** For further information regarding this position, please contact Lucinda Woodward at (916) 653-9116 or lwoodward@parks.ca.gov.

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The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

548-738-0983-004

STATE PARK PEACE OFFICER (RANGER)(\$3344 - \$5265) – CENTRAL VALLEY DISTRICT/FOUR RIVERS SECTOR/SAN LUIS RESERVOIR STATE RECREATION AREA

The reporting location for this position is the San Luis Reservoir State Recreation Area in Santa Nella. This position will work under the direction of the State Park Peace Officer Supervisor (Ranger). The incumbent is responsible for assisting with the visitor services operation at San Luis Reservoir State Recreation Area, but may work in other park units in the sector including McConnell State Recreation Area, George J. Hatfield State Recreation Area, Great Valley Grasslands State Park and Pacheco State Park. If you are a creative, energetic and resourceful individual who is willing to take on a wide variety of challenges, this is the position for you. The successful candidate will be involved in diversified tasks such as interpretation, safety and enforcement, seasonal employee lead, day use and campground operation, cultural and natural resource management issues, volunteers, and special events. **State housing is not available.** For further information regarding this position, please contact Denis Poole or Nathan Aeschleman at (209) 826-1197.

548-655-0983-009

STATE PARK PEACE OFFICER (RANGER)(\$3344 - \$5265) – MARIN DISTRICT/MARIN SECTOR/SAMUEL P. TAYLOR STATE PARK

The reporting location for this position is the Samuel P. Taylor Ranger Office at Samuel P. Taylor State Park in Lagunitas. This position will work under the direction of the State Park Peace Officer Supervisor (Ranger). Samuel P. Taylor State Park is a traditional redwood park on the Lagunitas River. The park has 60 family campsites, group campsites, one horse camp, and an active picnic area. There are opportunities to work with other agencies, including Pt. Reyes NS. This is an excellent opportunity for the incumbent to perform many generalist functions including community involvement, safety and enforcement, interpretation and resource management, trail patrol, and operations. **State housing may be available.** For further information regarding this position, please contact Laura Wong at (415) 388-2952 or lwong@parks.ca.gov.

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The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

548-655-0983-005

STATE PARK PEACE OFFICER (RANGER)(\$3344 - \$5265) – MARIN DISTRICT/MARIN SECTOR/TOMALES BAY STATE PARK

The reporting location for this position is the Tomales Bay Ranger Office at Tomales Bay State Park in Inverness. This position will work under the direction of the State Park Peace Officer Supervisor (Ranger). This position provides all aspects of ranger patrol and visitor services at Tomales Bay State Park. The incumbent is responsible for planning, coordinating, and executing a well developed Environmental Living Program. The park has five beach coves with active boating and swimming, a small trail system, and a limited number of hike and bike campsites. This is an excellent opportunity for the incumbent to perform many generalist functions including community involvement, safety and enforcement, interpretation, resource management, trail patrol, and operations. This is a unit ranger position that works with rangers from National Park Service and Marin County Fire and Sheriff's Departments, as well as the Inverness and Point Reyes Station Fire Departments. This unit has an active, successful Environmental Living Program during the traditional school year. **State housing may be available.** For further information regarding this position please contact Laura Wong at (415) 388-2952 or lwong@parks.ca.gov.

548-637-0983-005

STATE PARK PEACE OFFICER (RANGER)(\$3344 - \$5265) – NORTH COAST REDWOODS DISTRICT/REDWOOD COAST SECTOR/REDWOOD NATIONAL AND STATE PARKS/JEDEDIAH SMITH REDWOODS STATE PARK

The reporting location for this position is the Aubell Ranger Station located in Crescent City. This position will work under the direction of the State Park Peace Officer Supervisor (Ranger). Jedediah Smith Redwoods State Park is one of the three state parks that make up Redwood National and State Parks. This is a dynamic partnership where state and federal Rangers work together in the protection of the areas resources. This is a scenic location on the north coast which has over 50,000 acres of patrol area within Del Norte County. The position is responsible for visitor services and resource protection programs which includes but not limited to campground operations, seasonal staff, volunteer program, revenue collection, and interpretation. **State housing may be available.** For further information regarding this position, please contact Brett Silver at (707) 465-7331 or bsilver@parks.ca.gov.

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The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

548-637-0983-006

STATE PARK PEACE OFFICER (RANGER)(\$3344 - \$5265) – NORTH COAST REDWOODS DISTRICT/REDWOOD COAST SECTOR/REDWOOD NATIONAL AND STATE PARKS/DEL NORTE COAST REDWOODS STATE PARK

The reporting location for this position is the Aubell Ranger Station located in Crescent City. This position will work under the direction of the State Park Peace Officer Supervisor (Ranger). Del Norte Coast Redwoods State Park is one of the three state parks that make up Redwood National and State Parks. This is a dynamic partnership where state and federal Rangers work together in the protection of the areas resources. This is a scenic location on the north coast which has over 50,000 acres of patrol area within Del Norte County. The position is responsible for visitor services and resource protection programs which includes but not limited to campground operations, seasonal staff, volunteer program, revenue collection, and interpretation. **State housing may be available.** For further information regarding this position, please contact Brett Silver at (707) 465-7331 or bsilver@parks.ca.gov.

548-637-0983-003

STATE PARK PEACE OFFICER (RANGER)(\$3344 - \$5265) – NORTH COAST REDWOODS DISTRICT/REDWOOD COAST SECTOR/REDWOOD NATIONAL AND STATE PARKS/PRAIRIE CREEK REDWOODS STATE PARK

The reporting location for this position is Gold Bluffs Beach located within Prairie Creek Redwoods State Park. This position will work under the direction of the State Park Peace Officer Supervisor (Ranger). Prairie Creek Redwoods State Park is one of the three state parks that make up Redwood National and State Parks. This is a dynamic partnership where state and federal Rangers work together in the protection of the areas resources. This is a scenic and remote location on the north coast. This position is responsible for visitor services and resource protection programs which includes but not limited to campground operations, seasonal staff, revenue collection, and interpretation. **State housing is required for acceptance of this position.** For further information regarding this position, please contact Brett Silver at (707) 465-7331 or bsilver@parks.ca.gov.

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The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

548-250-0983-007

STATE PARK PEACE OFFICER (RANGER)(\$3344 - \$5265) – OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION/HOLLISTER HILLS DISTRICT

The reporting location for this position is the Hollister Hills State Vehicular Recreation Area. This position will work under the direction of the State Park Peace Officer Supervisor (Ranger). This position serves as a team member with primary responsibilities for park operation and law enforcement duties to include but is not limited to: emergency medical response, technical rope rescue, resource management, sound monitoring programs, day use and campground patrol, trails patrol, lead person for Seasonal Visitor Services Park Aids, fees collection, accounting, and reporting, various written law enforcement reports and data collection. Upon successful completion of appropriate training, the operation of; four-wheel drive vehicles, motorcycles, ATVs, and UTVs is required. **State housing may be available.** For further information regarding this position, please contact John Vallett at (831) 636-5172 or jvallett@parks.ca.gov.

548-655-0980-001

STATE PARK PEACE OFFICER SUPERVISOR (RANGER)(\$4590 - \$6078) – MARIN DISTRICT/MARIN SECTOR

The reporting location for this position is the Pantoll office at Mt. Tamalpais State Park. This position will work under the direction of the Sector State Park Superintendent. This position is responsible for Visitor Services operations at Mt. Tamalpais and China Camp State Parks. The successful candidate should possess a solid foundation as a generalist ranger, experience in community involvement programs with at-risk youth, strong leadership with good interpersonal communication skills, and a desire to work as a team with the Maintenance Chief and staff. This position works closely with other agencies including National Parks, Marin Municipal Water District, Marin County Parks and Open Space, Marin County Fire and Sheriff Departments, and many other special interest groups. The position serves as the CAL for two active cooperating associations. **State housing may be available.** For further information regarding this position, please contact Danita Rodriguez at (707) 769-5665 ext. 224 or drodriguez@parks.ca.gov.

548-636-0980-001

STATE PARK PEACE OFFICER SUPERVISOR (RANGER)(\$4590 - \$6078) – NORTH COAST REDWOODS DISTRICT/EEL RIVER SECTOR

The reporting location for this position is the Richardson Grove Ranger Station. This position will work under the direction of the Eel River Sector State Park Superintendent. This position supervises all visitor services functions for nine state park units that include Standish Hickey State Recreation Area, Richardson Grove State Park, Sinkyone Wilderness State Park, Benbow Lake State Recreation Area, Admiral William Standley State Recreation Area, Reynolds Wayside Campground, and four reserves. **State housing may be available.** For further information regarding this position, please contact Michelle Gardner at (707) 946-1812.

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The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

548-955-0976-001

STATE PARK SUPERINTENDENT I (\$5031 - \$6676) – TEHACHAPI DISTRICT/MOJAVE EAST SECTOR

The reporting location for this position is the Antelope Valley Indian Museum and this position will work as the Sector State Park Superintendent. This position will work under the direction of the District State Park Superintendent. The Mojave East Sector consists of Red Rock Canyon State Park, Antelope Valley Indian Museum State Historic Park, Antelope Valley California Poppy Reserve, Saddleback Butte State Park, Tomo Kahni State Historic Park, and Arthur B. Ripley Desert Woodland State Park. The incumbent will be responsible for the administration, resource management, and Visitor and Technical Services of the Sector. The incumbent will provide leadership, training, supervision, employee development opportunities and the authority to plan, direct, and implement the Sector's programs. These park units have a wide and diverse variety of recreational, natural, cultural and interpretive opportunities and topics. This is a great opportunity to be a part of a great team and to learn additional roles and responsibilities. **State housing may be available.** For further information regarding this position, please contact Kathy Weatherman at (661) 726-1668 or kweatherman@parks.ca.gov.

548-655-0974-001

STATE PARK SUPERINTENDENT III (\$6360 - \$8438) – MARIN DISTRICT/MARIN SECTOR

The reporting location for this position is the Marin Sector Office in Novato and this position will be the Sector State Park Superintendent. This position will work under the direction of the District State Park Superintendent. The incumbent is directly responsible for the administrative, maintenance, visitor services, public protection, law enforcement, interpretation, real property management, and resource and cultural management function of Mt. Tamalpais State Park, China Camp State Park, Samuel P. Taylor State Park, Tomales Bay State Park, Marconi Conference Center State Historic Park and Olompali State Historic Park. The incumbent will be required to work well with many different partnerships, understand diverse points of view, and articulate the synthesis of those views to accomplish State Park goals. **State housing may be available.** For further information regarding this position, please contact Danita Rodriguez at (707) 769-5665 ext 224 or drodriguez@parks.ca.gov.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

CLASS

FINAL FILING DATE

EXAM BASE

NO EXAMS ARE BEING ADVERTISED AT THIS TIME.